



MEMORANDUM FOR Property Management Officers
(List Attached)

FROM: Anthony A. Fleming *A.*
Director for Administrative
Services

SUBJECT: Revised Personal Property Policy

- In Section 4.805, paragraph c, change \$2,500 to \$5,000.
- In Section 5.202, paragraph a, change the last sentence to read, “A period of 15 calendar days shall be allowed for Departmental screening.”
- Change Section number 5.2000 to 5.1100
- Change Section number 5.2001 to 5.1101
- Change Section number 5.2002 to 5.1102
- Change Section number 5.2003 to 5.1103
- Change Section number 5.2004 to 5.1104
- Change Section number 5.2005 to 5.1105
- Change Section number 5.3000 to 5.1200
- Change Section number 5.3001 to 5.1201
- Replace Section 5.4000, in its entirety with the attached Section 5.1300. Section 5.1300 provides revised policy and guidance on “Donations of Excess Computers and Research Equipment.” This section supersedes the guidelines transmitted by memo, “Transfer of Excess Computers to Schools and Eligible Nonprofit Organizations,” signed by Hugh L. Brennan, dated May 15, 1998.

Attachment